



## STANDARDS OF APPRENTICESHIP

adopted by

### WASHINGTON STATE FIRE FIGHTERS APPRENTICESHIP COMMITTEE

(sponsor)

Skilled Occupational Objective(s):  
FIREFIGHTER

DOT  
373.364-010

Term  
36 MONTHS



#### APPROVED BY

Washington State Apprenticeship and Training Council

#### REGISTERED WITH

Apprenticeship Section of Specialty Compliance Services Division

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

#### APPROVAL:

JULY 19, 2002

Initial Approval

Committee Amended

OCTOBER 18, 2002

Standards Amended (review)

Standards Amended (administrative)

By: LAFRANK NEWELL  
Chair of Council

By: PATRICK WOODS  
Secretary of Council

## **WASHINGTON STATE FIRE FIGHTERS APPRENTICESHIP COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**Geographic area covered is Washington State.**

### **II. MINIMUM QUALIFICATIONS:**

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Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **18 years of age at time of appointment.**
- Education: **High school diploma or GED.**
- Physical: **Must meet all the entrance and testing requirements for firefighter as listed in the Civil Service Rules or Board of Commissioners Rules for the individual participating fire departments.**
- Testing: **Must meet all the entrance and testing requirements for firefighter as listed in the Civil Service Rules or Board of Commissioners Rules for the individual participating fire departments.**
- Other: **Must meet all the entrance and testing requirements for firefighter as listed in the Civil Service Rules or Board of Commissioners Rules for the individual participating fire departments.**

### **III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

#### **A. Selection Procedures:**

**Exempt per WAC 296-05-405**

#### **B. Equal Employment Opportunity Plan:**

- 1. Participating in workshops conducted by employment service agencies, school districts, and community based organizations to increase apprenticeship program awareness of apprenticeship opportunities.**

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- 2. Cooperating with local school districts, vocational education systems, and school employees to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**
- 3. Increasing awareness of a sponsor's equal opportunity policy within the sponsor's organization. The goal of this increased awareness within the sponsor's organization is to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, employers, and members. This is to encourage the necessary active assistance in achieving the program's obligations required by these rules.**
- 4. Participating in existing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants. Whenever possible, these should provide applicants with pretesting experience and training.**
- 5. Developing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants. If apprenticeship outreach programs do not exist, the sponsor should attempt to develop them. This effort may require working with other sponsors and appropriate community organizations. It may require obtaining financial assistance from the WSATC. Also, the sponsor shall initiate programs that prepare and encourage women to enter traditionally male dominated programs and trades.**

### **Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

## **IV. TERM of APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**36 months or 6000 hours minimum as determined by participating departments.**

## **V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

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- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**Probationary period is 12 months**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**Not to exceed 1 apprentice to 1 journeyman as determined by the individual participating fire departments.**

### **VII. APPRENTICE WAGES and WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

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Unless otherwise specified, the straight time hourly wage rate for apprentices shall be determined by the provisions of the applicable Collective Bargaining Agreement/Memorandum of Understanding, provided, however, that such a wage rate for entry level recruit apprentices shall not be less than seventy percent of the wage rate for a journeyperson specified in such Collective Bargaining Agreement or Memorandum of Understanding. Participating fire departments (Sub-Committees) will be required to submit annually a form stating the progressively increasing wage scale (as specified in Collective Bargaining Agreement/Memorandum of Understanding) to the Committee. The Committee will forward this information to the Registration Agency.

Step	Number of hours/months	Percentage of journey-level rate
(see above)	(see above)	(see above)

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## **VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

### **A. Firefighter: Step I (First Year)**

#### **1. Recruit School Training**

- a. Orientation**
- b. Protective Clothing**
- c. Safety Practices**
- d. Fire Hose**
  - (1) Handling Techniques**
  - (2) Construction**
  - (3) Care & Testing**
- e. Ladders (ground)**
  - (1) Handling Techniques**
  - (2) Construction**
  - (3) Care & Testing**
- f. Operation Procedures of Pumper Company**
  - (1) Basic Mechanical Operation**
  - (2) Hose Layouts**
  - (3) Position Responsibilities**
- g. Operating Procedures of Ladder Company (If applicable)**
  - Basic Mechanical Operation**
- h. Equipment and Appliance Handling**
- i. Water Supplies**
  - (1) Standpipes and Sprinkler Systems**
  - (2) Hydrant Operation**
  - (3) Introduction to Hydraulics**
- j. Breathing Apparatus**
  - (1) Donning and Wearing**
  - (2) Limitations**
  - (3) Care and Maintenance**
- k. Forcible Entry**
- l. Search & Rescue Procedures**
- m. Fire Prevention**
  - (1) Investigation**
  - (2) Hazards**
  - (3) Techniques**
- n. Ventilation**

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- c. Extinguishers (portable)
      - (1) Classification
      - (2) Uses
    - p. Ropes & Knots
    - q. Salvage & Overhaul
    - r. Fire Chemistry
      - (1) Fire spread
      - (2) Fire behavior
      - (3) Fire phases and classes
    - s. Live Fire Training
- 2. **Post-Recruit School Training (First Year)**
  - a. Company Orientation
  - b. Fire Department Standard Operating Procedures
  - c. Communications
    - (1) Fire Alarm Center
    - (2) Fireground radio communications
  - d. Records & Reports (company level)
  - e. Apparatus Operations and Driving of Light Duty Apparatus
  - f. Response Districts
  - g. Public Relations
- 3. **Engine, Pumper, and Ladder Company (First Year)**
  - a. Introduction to Fire Service Organization, Operation and Techniques
  - b. Safety Practices
    - (1) Fire Ground Emergency Signals and Terminology
    - (2) Equipment Operation
    - (3) Rescue
    - (4) Bloodborne/Airborne Pathogens
    - (5) Hearing Protection
    - (6) Building Collapse Awareness
  - c. Fire Hose Handling Techniques
  - d. Ladders (Ground)
    - (1) Handling Techniques
    - (2) Care and Maintenance
  - e. Engine and Pumper Company Operational Procedures
    - (1) Hose Layouts
    - (2) Position Responsibilities
    - (3) Preventative Maintenance
  - f. Ladder Company Operational Procedures
    - (1) Vehicle setup
    - (2) Position responsibilities
    - (3) Preventative Maintenance
  - g. Equipment and Appliance Handling
    - (1) Portable power equipment

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- (2) Generators
  - (3) Emergency lighting
- h. Water Supplies
  - Hydrant Maintenance
- i. Breathing Apparatus
  - (1) Search & Rescue Tactics
  - (2) Donning and Wearing
  - (3) Maintenance
- j. Forcible Entry
- k. Ventilation
- l. Salvage & Overhaul
- m. Rescue
  - (1) Ropes and Knots
  - (2) Confined Space Awareness
- n. Fire Behavior
  - (1) Heat Transfer
  - (2) Suppression Agents
  - (3) Flash Over and Backdraft
- o. Live Fire Training
- p. *First Responder or EMT (Per Department policy)*  
*Aid Company Operations*
- q. Utility Hazards
  - (1) Natural gas
  - (2) Electrical
- r. Extinguishers
  - (1) Maintenance
  - (2) Uses and Operations
  - (3) Recharging
- s. Driver/Operator training
- t. Salvages and Overhaul
  - Preserving Evidence
- u. Introduction to Fire Tactics
  - (1) Basic Incident Management System or Incident Command System
  - (2) Fire Fighter Accountability
  - (3) Rapid Intervention Teams
  - (4) "2 in, 2 out"
- v. Fire Prevention
  - (1) Public Education
  - (2) In-company Inspection procedures
- w. Haz Mat Awareness
- x. Health and Wellness awareness

### **B. Firefighter: Step II (Second Year)**

- 1. **Engine, Pumper and Ladder Company**
  - a. Safety Practices

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- b. Fire Hose**
  - (1) Handling techniques**
  - (2) Maintenance and repair**
  - (3) Testing**
- c. Ground Ladders**
  - (1) Handling**
  - (2) Operation**
  - (3) Care and testing**
- d. Pumper Company Operations**
  - (1) Hose Layouts**
  - (2) Driving and operations**
  - (3) Pumper testing**
  - (4) Mechanical operations**
- f. Ladder Company Operational Procedures**
  - (1) Vehicle setup**
  - (2) Position responsibilities**
  - (3) Preventative Maintenance**
- e. Power Equipment**
  - (1) Portable power equipment**
  - (2) Generators**
  - (3) Emergency lighting**
- f. Water Supplies**
  - (1) Fire flows**
  - (2) Gridiron**
- g. Breathing Apparatus**
  - (1) Maintenance**
  - (2) Recharging**
- h. Forcible Entry**
- i. Fire Prevention**
  - (1) Prefires**
  - (2) Hazards**
  - (3) Records and reports**
  - (4) Fire Code awareness**
- j. Ventilation**
- k. Fireground Incident Management**
  - (1) Incident Management System or Incident Command System**
  - (2) Fire Fighter Accountability**
  - (3) RIT**
  - (4) "2 in, 2 out"**
- l. Rescue**
  - (1) Vehicle Extrication**
  - (2) Specialized rescue**
  - (3) Ropes and knots**
  - (4) Search and rescue**
  - (5) Confined Space Awareness**
- m. Salvage and Overhaul**

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- (1) Building recognition
- (2) Point of origin
- n. Departmental operating procedures
- o. Records and reports
- p. Fire tactics
- q. Response district/addresses
- r. Fire alarm center
- s. Sprinkler and standpipe operation
- t. Live fire experience
  - (1) Foam
  - (2) Flammable liquids
- u. Health and Wellness Awareness

### **C. Firefighter: Step III (Third Year)**

#### **1. Engine, Pumper and Ladder Company**

- a. Safety Practices
- b. Fire hose
  - (1) Handling techniques
  - (2) Maintenance and repair
- c. Aerial ladders
  - (1) Handling
  - (2) Operation
- d. Pumper company operations
  - (1) Driving
  - (2) Pump (nomenclature)
  - (3) Engineer operations
- e. Power equipment operations
- f. Water supplies
  - (1) Hydraulics
  - (2) Hydrant testing
- g. Breathing Apparatus
- h. Forcible Entry
- i. Ventilation
- j. Fire Prevention
  - (1) Investigation
  - (2) Building construction
- k. Fire Department communications
- l. Rescue Operations
  - Confined Space Awareness
- m. IMS
- n. Tactics
- o. Response district/addresses
- p. Live fire experience
- q. Health and Wellness Awareness

**TOTAL** **36 months**

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### **IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☒ (X) A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ ( ) Private Technical/Vocational college
- ☐ ( ) Training trust
- ☒ (X) Other (specify) **(JATC Approved IFSAC Accredited Fire Training Academy)**

**144 Minimum RSI hours per year, (see WAC 296-05-305(5)) with a minimum passing grade of "C" (or 2.0)**

Additional Information:

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- A. The apprentice recruit firefighter shall attend and successfully complete the recruit training course.**
- B. The Apprenticeship Committee will accept only fire service-related courses for previous credit or as determined by the Committee.**
- C. Every apprentice shall be required to be up-to-date on the required related training before taking an increment test.**
- D. It is the intent of this section that an apprentice will use the Related Supplemental Instruction to complete, or substantially complete, an Associates Degree in a Fire Science related degree from an accredited institution.**
- E. Three (3) hours of related training credit may be allowed for every five page report on 8 1/2" x 11" paper, double spaced, to a maximum of 66 hours. The Subcommittee, which represents the specific participating fire department that is the apprentice's employer, will review the reports.**
- F. A maximum of 105 clock hours may be allowed for classes in general education from an accredited college as they apply to the current Community College curriculum for an Associates of Fire Command and Administration, Fire Science or other Committee approved Fire related degree.**
- G. Apprentice firefighters shall diligently apply themselves to their training, related instruction and work experiences so as to become effective and efficient in all the various fire prevention, fire suppression and other functions of the Department.**

### **SUGGESTED CURRICULUM FOR RELATED TECHNICAL INSTRUCTION:**

- A. Fundamentals of Fire Suppression**
- B. Arson Detection for Firefighters**
- C. Elementary Chemistry for Firefighters**
- D. Elementary Physics for Firefighters**
- E. Mathematics for the Fire Service**
- F. Fundamentals of Fire Protection**
- G. Elementary Fire Service Hydraulics**
- H. Fundamentals of Building Construction**
- I. Blueprint Reading**
- J. Uniform Fire Code**
- K. Uniform Building Code**
- L. Fire Prevention Inspections**
- M. Prefire Planning**
- N. Fire Behavior Related to Local Hazards and conditions**
- O. Application of Extinguishing Agents Including Water**
- P. Records and Reports**

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- Q. Personnel Rules and Regulation**
- R. Bargaining Agreement Including Grievance Procedure**
- S. Local Detection and Extinguishing Systems**
- T. Aircraft Fire Fighting and Rescue Procedures**
- U. Shipboard Fire Fighting and Rescue**
- V. Related Fire Administration and Command Curriculum Degree**

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

#### **A. General Procedures**

##### **1. Administrative procedures:**

- a. The Apprenticeship Committee shall recommend to the Department, to the Union and to the National Committee such minimum standards of training education and experience for apprentices that it deems necessary. It shall also recommend procedures to the Department and to the Union designed to improve the operation of the local apprenticeship program. The Apprenticeship Committee shall cooperate with the supervisor of apprentices in their responsibilities toward apprentices.**
- b. Part-time employment is not to be acceptable for consideration of previous work credit allowance.**

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**c. It shall be the policy of the Washington State JATC Committee that all apprentices shall complete the established program as prescribed by the local JATC Subcommittee.**

**d. Each local JATC Subcommittee shall develop testing procedures that facilitate completion of the JATC program**

### **B. Local Apprenticeship Committee Policies**

**None**

### **C. Complaint and Appeal Procedures:**

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

**Complaint** (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

**If apprentice chooses to pursue the complaint further:**

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

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- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

### **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

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Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
  - Authorization of Signature - as necessary
  - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
  - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
    - Program name
    - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
    - Section VII: Apprentice Wages and Wage Progression
    - Section IX: Related/Supplemental Instruction
    - Section XI: Committee - Responsibilities and Composition (including opening statements)
    - Section XII: Subcommittees
    - Section XIII: Training Director/Coordinator

### **C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the

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purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.
  7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

## **WASHINGTON STATE FIRE FIGHTERS APPRENTICESHIP COMMITTEE**

### **D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

### **E. Composition of Committee:** (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

**The Labor members of this committee shall be selected from the participating Departments Local Unions and appointed by the President of the Washington State Council of Fire Fighters. Management members of this committee will be determined by the Chiefs of the participating fire departments.**

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

## **WASHINGTON STATE FIRE FIGHTERS APPRENTICESHIP COMMITTEE**

The employer representatives shall be:

<b>Chuck Duffy – Secretary</b> <b>1055 South Grady</b> <b>Renton, WA 98056</b>	<b>Mike Knorr</b> <b>31617 – 1st<sup>t</sup>. Avenue South</b> <b>Federal Way, WA 98003</b>
<b>Rudy Peden</b> <b>1101 “D” Street NE</b> <b>Auburn, WA 98002</b>	

The employee representatives shall be:

<b>Rick Chaney – Chairman</b> <b>31617 – 1st Avenue South</b> <b>Federal Way, WA 98003</b>	<b>Kevin Morehart</b> <b>1101 “D” Street NE</b> <b>Auburn, WA 98002</b>
<b>Kris Weiland</b> <b>1055 South Grady Way</b> <b>Renton, WA 98056</b>	

### **XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

**NONE**

### **XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**NONE**